



# CITY COUNCIL

## AGENDA REQUEST

**AGENDA OF:** 03/06/2007

**AGENDA  
REQUEST NO:** IV A

**INITIATED BY:** KAREN GLYNN, ASSISTANT CITY  
MANAGER

**RESPONSIBLE  
DEPARTMENT:** ASSISTANT CITY MANAGER

**PRESENTED BY:** KAREN GLYNN, ASSISTANT CITY  
MANAGER *Kg*

**DEPARTMENT  
HEAD:** KAREN GLYNN, ASSISTANT  
CITY MANAGER *Kg*

**ADDITIONAL  
DEPARTMENT.  
HEAD (S):** N/A

**SUBJECT /  
PROCEEDING:** HOUSTON MUSEUM OF NATURAL SCIENCE- SUGAR LAND SATELLITE  
AWARD CONTRACT TO GENSLER AND APPROVE BUDGET AMENDMENT

**EXHIBITS:** SCOPE OF SERVICES

### CLEARANCES

### APPROVAL

**LEGAL:** JOE MORRIS, CITY ATTORNEY  
*JCM for JDM*

**EXECUTIVE  
DIRECTOR:** N/A

**PURCHASING:** JENNIFER MONTGOMERY *Jenn*  
PURCHASING MANAGER

**ASST. CITY  
MANAGER:** KAREN GLYNN *Kg*

**BUDGET:** JENNIFER BROWN *JB*  
ASSISTANT FISCAL SERVICES DIRECTOR

**CITY  
MANAGER:** ALLEN BOGARD *Kg* /FOR AB

### BUDGET

**EXPENDITURE REQUIRED: \$** 75,265

**AMOUNT BUDGETED/REALLOCATION: \$** 0

**ADDITIONAL APPROPRIATION: \$** 100,000

### RECOMMENDED ACTION

Award contract to Gensler for architectural services in an amount not to exceed \$75,265 and approve a budget adjustment in the amount of \$100,000 to establish the Museum as a CIP Project.

## EXECUTIVE SUMMARY

As part of the 2006-2007 City Council Work Plan, a Strategic Policy Project has been underway to explore a partnership opportunity between the Houston Museum of Natural Science (HMNS) and the City of Sugar Land. In December, City Council authorized the City Manager to sign a Letter of Understanding between the City of Sugar Land, HMNS, and Telfair outlining each group's participation in the project to establish a basis for a formal contract.

As part of the City's responsibility to prepare a detailed cost estimate for construction, the City, in partnership with HMNS and Telfair, issued a Request for Proposal for architectural services in early February. Three firms submitted proposals detailing their plans and timeline for completing an initial assessment of the building's condition and its suitability for conversion to a museum. In addition, a timeline for construction and a budget will be established. Each firm had an opportunity to present its proposal to a panel of representatives from the City, HMNS, and Telfair. Gensler was selected based upon their qualifications; they have an extensive history of working with HMNS and interior building consultation and renovation is one of their core practices.

At this time, Staff is requesting that City Council consider two items:

### 1. A Budget Adjustment of \$100,000 to establish a CIP Project for the Museum

Currently, there is a fund balance of \$637,689 in the CIP, and staff is recommending that City Council approve a budget adjustment in the amount of \$100,000 to fund this unbudgeted project and establish the Museum as a CIP Project. The balance of this budget adjustment will be used to fund an initial environmental assessment of the site and additional preliminary work.

### 2. Authorization of the contract with Gensler

The contract with Gensler, in an amount not to exceed \$75,265, is for architectural services to assess the building's current condition and to determine the needs, process and estimated costs of converting it from its former intent and current shell to that of a museum. The focus of this assessment is largely limited to the interior of the building, with the exception of addressing issues identified in previous environmental assessments and taking into consideration the building's relationship to adjacent activities.

The contract with Gensler is divided into three parts:

- Assessment of current building condition and preparation of preliminary programming report,
- Test Plan evaluation, and
- Cost estimating, schedule development, and deliverables.

Upon the completion of all three project phases, Gensler will present a final report detailing the findings of the assessment and all material developed.

This project will be completed in approximately 60 calendar days from the notice to proceed. After the project's completion, the final report will be presented to City Council for review and discussion. Throughout the duration of this project, staff will continue working to further identify funding gaps and to help the Museum make contacts with local groups and potential users.

## EXHIBITS

### III. Standard Contractual Provisions.

## A. Architect's Services.

**Scope:** The project includes Phase I services, provided in three parts, are to assess the current condition of the former Central State Farm building (HMNS and NNP-Telfair Building Assessment and Development), approximately 43,000gsf to determine the needs, process and estimated costs of converting building from its former intent to a shell that may be used by the City of Sugar Land to provide space for the Houston Museum of Natural Science (HMNS) for a satellite museum facility. The focus of this assessment has been largely limited to the interior of the building with the exception of addressing those issues that have already been identified in previously completed environmental assessments of the site and for input regarding the building's relationship to certain adjacent activities. (the "Project").

### **Part One - Assessment**

1. Assessment. Gensler will assess and evaluate the following:
  - Conducting detailed building and adjacent site inspection
  - Develop a preliminary set of dimensioned building drawings confirming all interior dimensions and conditions.
    - Confirm location of all utilities immediately adjacent to the building and those extant at the building, if present
    - Prepare a preliminary outline code review including, building code, life safety and ADA requirements
    - Define potential restroom locations and fixture requirements
    - Confirm, define existing and possible loading dock locations
    - Building support spaces
    - Identify AV/IT needs
    - Define exact floor elevations
    - Prepare preliminary outline specifications for the interior spaces
2. Programming Report. Gensler will prepare a preliminary program, which will define a list of spaces to be provided in the test plans described below.

### **Part Two – Test Plan**

1. Test Fit. Gensler will assist with the evaluation of, and develop three test fit space plans that will include:
  - A preliminary code, ADA and life safety review
  - The development of three conceptual test space plans exhibiting the following:
    - Potential restrooms, stair and elevator locations
    - Permanent exhibit space
    - Rotating exhibit space
    - Classroom/ Educational areas
    - Gift shop space
    - Theater
    - Restaurant
    - Office/Conference space
    - Entrance/exits and loading dock
    - Ticket sales
    - Storage/workspace
    - Building support spaces including MEP and IT/Communications
    - Examination of underfloor vs. overhead HVAC distribution

- Preliminary branding concepts compatible with SL & HMNS standards
- A preliminary outline interior specification for shell space.

2. Evaluation. Upon completion of the three test plans, they will be compared to one another, evaluated for advantages and disadvantages and scored for the selection of one for cost estimating and schedule development.

### **Part Three – Cost Estimating, Schedule Development and Deliverable**

1. Cost Estimating and Schedule Development. Upon selection of a preferred conceptual test plan a preliminary cost and schedule will be developed. Both the cost estimate and schedule will be developed to the same level of detail as the plan.

2. Deliverable. The deliverable for this project will be in a report format and will include the findings of the assessment described above and will include all material developed including the test space plans, their evaluation, the preliminary cost estimate and preliminary schedule. Ten copies will be delivered.